

STATEMENT OF WORK
LAUNDRY SERVICE FOR MAINTENANCE/OPERATIONS PERSONNEL

PERIOD OF PERFORMANCE: 1 Oct 05 – 30 Sep 06 (base year) and four one-year options.

1. SCOPE OF WORK

The contractor shall supply, maintain, and launder an adequate supply of garments and other items to provide one clean uniform per maintenance/operations employee per day.

MAINTENANCE AND WEAPONS OPERATIONS DIVISION PERSONNEL:

Employees in coveralls	1
Employees in uniforms	73
Other	1 (request for pants and shorts)
TOTAL EMPLOYEES	75

2. EXPECTATIONS OF QUALITY

Garments furnished at the beginning of the contract shall be new. Used garments will not be accepted.

Garments shall be made of cotton or cotton blend fabrics. Name patches shall be sewn on shirts, coveralls, and overalls above the breast pocket. YUMA PROVING GROUND shall furnish employees' names at the time of award. Two laundry bags shall be provided at each delivery point.

Laundry service shall launder or otherwise clean garments and other items in the best commercial fashion. The service shall repair damaged or worn garments to maintain a "like new" appearance. YUMA PROVING GROUND will not accept unclean, torn, badly faded, or damaged garments. Items no longer usable due to normal wear and tear or excessive shrinkage during laundering shall be replaced by the laundry services.

Contractor will indicate method for identifying garments that are damaged or need repairs.

3. PICKUP AND DELIVERY

The laundry service shall pick-up soiled laundry and deliver clean laundry to designated points on YUMA PROVING GROUND: Building 2210 on the Yuma Test Site, Building 3490(S), Building 3504, and Building 3522 on the KOFA Firing Range. Additional pick-up and delivery locations may be added during the term of the contract.

The laundry service may establish a pick-up and delivery schedule to suit its own needs subject to YUMA PROVING GROUND approval provided that:

- The intervals between visits to the required locations are constant;
- The intervals are no longer than one week; and
- Each visit occurs at a time when the locations are open and operating; and

- The driver makes every attempt to make contact with the point of contact at each delivery point; and
- A master delivery roster (or bill) for the week will be provided to the COR in B2210 for review.

4. AGENCY CONTACT

YUMA PROVING GROUND will identify an Agency contract administrator at the time of award. The contract administrator will submit in writing to the contractor the names of YUMA PROVING GROUND personnel that will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than YUMA PROVING GROUND authorized personnel will not be accepted or paid for by YUMA PROVING GROUND.

5. VENDOR CONTACT

The contractor shall make a representative available to assist YUMA PROVING GROUND in measuring and fitting of personnel for the initial stock. At the same time, selected YUMA PROVING GROUND personnel shall be instructed in proper measuring and fitting procedures. Preferably, the contractor shall provide measuring tape and order forms giving step-by-step instructions on where and how to measure.

The contractor shall also designate an inside representative, who will be available to assist YUMA PROVING GROUND personnel with questions and/or problems that may arise on a day-to-day basis.

6. TERMS OF CONTRACT

This contract will be for one (1) year, beginning 1 October 2005, and extending through 30 September 2006 with YUMA PROVING GROUND option to extend/renew the contract for four (4) additional years, each in one (1) year increments, upon agreement between YUMA PROVING GROUND and vendor. Normal wear replacement and constant clothing up-grade will still be in effect during the contract period as stated in paragraph 2.

7. GARMENTS TYPES AND QUANTITIES

The quantities contained below reflect the estimated needs of YUMA PROVING GROUND at the present time based upon the current method of laundry service. Quantities may differ based upon the method being proposed. Quantities may also increase or decrease during the life of the contract due to fluctuation of employees and/or function.

All garment colors listed are YUMA PROVING GROUND'S preferences. Other colors may be submitted as alternates, but shall be identified in proposal.

Quantities are based on providing one (1) clean uniform per employee per day: five (5) at laundry: five (5) at YUMA PROVING GROUND for daily exchanges; one (1) in use equaling 11 uniforms per person. Note, each employee may have a variety of uniforms, i.e., overalls one day, jeans and shirt the next day, etc. The current program is on a weekly pick-up and delivery schedule.

SECTION I – GARMENTS

CLIN #0001 Maintenance Control Branch - Deliver as Indicated - 6 Employees

Shirt Size	Short Sleeve				
and/or Color	or Long Sleeve	Waist	Inseam	Pant Color	Remarks
XL / Gulf	Long Sleeve	35	36	Elastic / Navy	Deliver to B3504
L / White	Long Sleeve	34	29	Jean Cut / Navy	Deliver to B3504
L / Gulf	Short Sleeve	34	29	Jean Cut / Navy	Deliver to B3490(S)
L / Gulf	Long Sleeve	36	32	Jean Cut / Navy	Deliver to B3490(S)
L / Gulf	Short Sleeve	35	34	Elastic / Navy	Deliver to B3504
XL / Gulf	Short Sleeve	40	32	Regular Cut / Navy	Deliver to B3490(S)
77 Shirts		77 Pants			

CLIN #0002 Armor Systems Test Branch - Building 2210 - Yuma Test Area - 25 Employees

Shirt Size	Short Sleeve				
and/or Color	or Long Sleeve	Waist	Inseam	Pant Color	Remarks
XL / Gulf	Short Sleeve				Shirts Only
XL / Gulf	Short Sleeve				Shirts Only
M / Gulf	Long Sleeve	32	30	Regular Cut / Navy	
XXL / Gulf	Short Sleeve				Shirts Only
M / Gulf	Short Sleeve	32	30	Regular Cut / Navy	
XXL / Gulf	Long Sleeve				Shirts Only
L / Gulf	Long Sleeve	40	28	Regular Cut / Navy	
XL / Gulf	Short Sleeve	38	30	Elastic / Navy	
XXL / Gulf	Long Sleeve	42	32	Elastic / Navy	
L / Gulf	Long Sleeve				Shirts Only (Cotton)
L / Gulf	Long Sleeve	38	30	Regular Cut / Navy	
M / Gulf	Long Sleeve				Shirts Only
XL / Gulf	Long Sleeve	35	31	Regular Cut / Navy	
XXL / Gulf	Long Sleeve				Shirts Only
L / Gulf	Long Sleeve	34	30	Elastic / Navy	
XXL / Gulf	Short Sleeve	38	32	Jean Cut / Navy	Deliver to B3490(S)
XL / Gulf	Long Sleeve	36	29	Jean Cut / Navy	Deliver to B3490(S)
XL / Gulf	Long Sleeve	38	32	Elastic / Navy	Deliver to B3490(S)
L / Gulf	Long Sleeve	34	30	Elastic / Navy	Deliver to B3490(S)
L / Gulf	1/2 LS / 1/2 SS	34	32	Elastic / Navy	
XL / Gulf	Short Sleeve	40	31	Jean Cut / Navy	
Vacant					
Vacant					
Vacant					
Vacant					
275 Shirts		209 Pants			

CLIN #0003 Test Vehicle Maintenance - Building 3490(S) Kofa Firing Range - 25 Employees

Shirt Size	Short Sleeve				
and/or Color	or Long Sleeve	Waist	Inseam	Pant Color	Remarks
XXL / Gulf	Short Sleeve	40	34	Elastic / Navy	
L / Gulf	Short Sleeve	34	34	Elastic / Navy	
XL / Gulf	Short Sleeve	38	34	Regular Cut / Navy	
XXL / Gulf	Short Sleeve	38	30	Regular Cut / Navy	
XL / Gulf	Short Sleeve	38	32	Elastic / Navy	
XL / Gulf	Short Sleeve	36	33	Elastic / Navy	
XL / Gulf	Short Sleeve	40	38	Jean Cut / Navy	
	Long Sleeve			48R Coveralls	
XXL / Gulf	Short Sleeve	40	32	Regular Cut / Navy	
L / Gulf	Short Sleeve	36	30	Regular Cut / Navy	
XL / Gulf	Short Sleeve	36	32	Regular Cut / Navy	
XL / Gulf	Short Sleeve	38	34	Non-elastic / Navy	
XL / Gulf	Short Sleeve	34	30	Regular Cut / Navy	
XL / Gulf	Short Sleeve	38	34	Elastic / Navy	
XL / Gulf	Short Sleeve	35	30	Elastic / Navy	
L / Gulf	Short Sleeve	36	30	Elastic / Navy	
XXXL / Gulf	Long Sleeve	43	29	Elastic / Navy	
XXXL / Gulf	Short Sleeve	38	30	Elastic / Navy	
XXXL / Gulf	Short Sleeve	44	32	Elastic / Navy	
XL / Gulf	Short Sleeve	38	30	Elastic / Navy	
XL / Gulf	Short Sleeve	32	34	Elastic / Navy	
L / Gulf	Short Sleeve	32	34	Regular Cut / Navy	
L / Gulf	Short Sleeve	36	32	Elastic / Navy	
Vacant					
Vacant					

264 Shirts**264 Pants/11 Coveralls****CLIN #0004 Metal Working Branch - Deliver B3504 - 5 Employees**

Shirt Size	Short Sleeve				
and/or Color	or Long Sleeve	Waist	Inseam	Pant Color	Remarks
XXL / Graphite	Short Sleeve	34	36	Cotton / Graphite	
XL / Gulf	Long Sleeve	38	34	Cotton / Graphite	
XL / Gulf	Long Sleeve	36	33	Cotton / Navy	
XL / Gulf	Long Sleeve	36	30	Cotton /	
L / Graphite	Short Sleeve	32	34	Cotton / Graphite	

55 Shirts**55 Pants****CLIN #0005 - Weapons Operations Division - Deliver to Building 3522 - 14 Employees**

Shirt Size	Short Sleeve				
and/or Color	or Long Sleeve	Waist	Inseam	Pant Color	Remarks
XL / Gulf	Short Sleeve	36	33	Pants & Shorts	
XL / Gulf	Long Sleeve	36	34	Elastic / Navy	
L / Gulf	Long Sleeve	36	31	Regular Cut / Navy	
L / Gulf	1/2 LS / 1/2 SS	34	32	Elastic / Navy	

XXL / Gulf	Long Sleeve	38	34	Regular Cut / Navy	
L / Gulf	Long Sleeve	38	32	Elastic / Navy	
XL / Gulf	1/2 LS / 1/2 SS	36	29	Regular Cut / Navy	
XL / Gulf	1/2 LS / 1/2 SS				Shirt Only
L / Gulf	Short Sleeve	34	34	Jean Cut / Navy	
XXL / Gulf	Short Sleeve	38	34	Regular Cut / Navy	
L / Gulf	Long Sleeve	40	30	Regular Cut / Navy	
XL / Gulf	Long Sleeve	36	34	Elastic / Navy	
L / Gulf	1/2 LS / 1/2 SS	36	30	Regular Cut / Navy	
XL / Gulf	1/2 LS / 1/2 SS	42	28	Elastic / Navy	
154 Shirts				143 Pants	

8. ADMINISTRATIVE AUTHORITY:

In accordance to the contract: The contracting officer is the administrative authority for this contract on behalf of YUMA PROVING GROUND. All transactions requiring interface with the vendor will be coordinated through YUMA PROVING GROUND administrative authority while executing the terms of this contract. This is to include, but not be limited to new orders, replacements, repairs, complaints, and turn-ins. A Contracting Officer's Representative(s) (COR) will be assigned to this contract and that individual will be identified at the time the contract is awarded. The COR will be responsible for monitoring the performance on the contract. YUMA PROVING GROUND shall retain right of first refusal on all new, replaced, or repaired garments. YUMA PROVING GROUND RESERVES THE RIGHT TO REJECT ANY UNIFORM THAT IS NOT PROPERLY PRESSED OR IS UNUSABLE DUE TO EVERYDAY "WEAR AND TEAR."

No other employee other than the administrative officer, their designee, or foreman/supervisor is authorized to interface with vendor or the vendor's employees. All employee uniform issues should be directed to the indicated COR or Contracting Officer.

9. ADDRESSING SERVICE COMPLAINTS

A contractor service representative will address complaints relating to delivery discrepancies and contract obligations on site within 24 hours of notification by YUMA PROVING GROUND administrative authority, thereby eliminating on-going inventory issues. A Performance Requirements Summary is attached.

10. INVOICING:

Contractor shall submit an original invoice of an itemized bill for only those articles of clothing actually delivered. **It is important for employees to report shortages promptly to assist us in keeping cost down for garments that are not delivered.**

11. UNIFORM SPECIFICATION:

The uniform shall consist of a shirt and a pair of pants or a set of coveralls. YUMA PROVING GROUND will furnish a list of all employees that will require uniforms. This list will consist of the person's name, type/style of uniform, type of sleeve length, color, etc. All employees shall be measured and fitted by the successful bidder to assure proper fit and uniform appearance. The

contractor will trade uniforms with the employees if their size changes during the course of the contract period at no additional charge. Additional odd sizes will need to be the responsibility of the contractor to insure a comfortable fit (i.e. long arms or extra large waist size).

All pants will be furnished hemmed to the proper length. Shirts will be either long or short sleeved. Employees will be given the option of choosing from styles and colors of clothing offered by the contractor.

12.

PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Performance Requirement	Performance Standard	Acceptable Quality Level	Surveillance Method & Frequency	Deduct
Customer Service	Delivery (.3) Repairs (.3) Uniform Quality and appearance (.2) Responsiveness (.3)	10%	100% Inspection	50% of monthly price per unit price per clin affected
Invoices	Submission (.5) Accuracy (.5)	5%	100% Inspection	10 % of monthly price

13. SECURITY

SECURITY REQUIREMENTS. All personnel who will be working at US Army Yuma Proving Ground civilian/military personnel, contractor personnel, subcontractor personnel, or any representative of the contractor entering Yuma Proving Ground shall abide by all security regulations and shall be subject to security checks/inspections.

SEARCH AND SEIZURE. Personnel and property shall be subject to search and seizure upon entering the confines of the USAYPG installation, while on the installation, and upon leaving the confines of the installation.

INSTALLATION ACCESS. All personnel shall be responsible for assuring authorization to enter and perform work on this installation.

Ten days prior to commencing work requiring access to the installation, the company shall provide to the addressee below a listing of all personnel employed that will be on site at YPG.

US Army Contracting Agency (ACA) – ATTN Edgar Angulo
HQ, Southern Region, Directorate of Contracting - Yuma
301 C Street ATTN: SFCA-SR-YM
Contract No.
Yuma, Arizona 85365-9498

The information required for each employee is:

- (1) Employee's full name
- (2) Social Security Number
- (3) Date and Place of Birth
- (4) Naturalization number (if applicable)
- (5) Citizenship
- (6) Alien Registration numbers shall be provided for each employee who is not a United States citizen
- (7) Date of Visit: From _____ To _____
- (8) Purpose of visit
- (9) YPG point of contact

Any change in personnel information furnished on the above visit requests resulting from hiring, discharge, termination or employment actions or other personnel changes shall be reported immediately in writing to the above addresses.

SECURITY PASSES:

Visitors Employee working on this installation shall be issued a security pass only after they have met all security requirements, i.e., visit request, etc. The organization is responsible for obtaining security badges from the YPG, Emergency Services Division.

Security passes shall be worn in plain sight above the waist.

Visitors and contractor employees who may on occasional basis be required to enter the installation shall be escorted.

Contractor personnel issued security passes shall not permit others to use them, nor shall they be used for personal identification outside USAYPG. Anyone found allowing this to happen shall not be permitted to work at USAYPG.

The Contractor shall be held accountable for all security passes issued to his personnel. If a security pass is lost, a report shall be filed immediately with Emergency Services Division. All security passes shall be returned to Emergency Services Division (place of issuance) at the completion of the contract, when employees are terminated, upon expiration of the security pass, or sooner if so directed by the Contracting Officer. Failure to comply with this procedure shall result in final payment being withheld until all security passes are accounted for and returned.

PROTECTION OF PRIVACY OF INFORMATION. Information submitted to the Emergency Services Division, such as that addressed in the Installation Access requirements, (i.e. visit requests) shall be protected from unauthorized disclosure and shall be submitted in sealed envelopes.

PERSONNEL REQUIREMENTS:

Foreign national employees are discouraged from operating computer systems at USAYPG. However, when circumstances necessitate this foreign nationals must have a favorable National Agency Check or host country equivalent. The investigation must be completed prior to access to our computer systems. If a foreign national requires access to YPG systems than a waiver must be completed and submitted to DTC.

U.S. Contractor employees who shall operate USAYPG computer systems or operate computers that process USAYPG information shall possess a favorable National Agency Check.

AUTOMATION SECURITY REQUIREMENTS:

Personnel shall comply with AR 380-19 and applicable supplements thereto and current applicable accreditation documentation for computer systems utilized at YPG. Requirements are as follows:

Use of privately or company owned computers are prohibited at USAYPG without prior written consent of the Automated Information Systems, Information Systems Security Manager (AISISSM).

SECURITY INSPECTIONS:

The contractor shall be subject to announced and unannounced security inspections conducted by Physical Security, AIS Security, Industrial Security, etc.

Inspection reports shall be provided through the Contracting Officer Representative to the Contractor for action.

VEHICLE REGISTRATION. All personnel who live or work on Yuma Proving Ground or often use the facilities are required to register their vehicle or obtain a temporary vehicle pass to enter the installation for performance of their duties. Motor vehicles entering the boundaries of USAYPG shall have a valid license and state registration. State license and registration shall be maintained current during the time the vehicle is in use on the installations. If, installation decals are required, Contractor personnel shall return registration decals, if applicable, within 3 workdays after termination or completion of work under this contract.

Both the USAYPG Security Badge and Vehicle pass or decal shall be returned to the Law Enforcement and Security Division at Bldg 3537 or BLDG 714 Law Enforcement and Security Office.

The contract will not be considered complete and final payment may be withheld until all security badges and vehicle passes or decals are returned to the Security office.

DAMAGE. The contractor is responsible for the safeguard and protection of all materials and equipment under his control. The contractor shall report any damage, vandalism, or theft of his property to the USAYPG Security Office or Police Desk.

14. CONTRACTOR MANPOWER

ACCOUNTING FOR CONTRACT SERVICES

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>.

The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- (5) Estimated direct labor hours (including subcontractors);
- (6) Estimated direct labor hours paid this reporting period (including subcontractors);
- (7) Total payments (including subcontractors);
- (8) Predominant Federal service Code (FSC) reflecting services provided by contractor (and separate predominate FSC for each subcontractor if different);
- (9) Estimated data collection cost;
- (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
- (11) Locations where contractor and sub-contractors perform work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);
- (12) Presence of deployment or contingency contract language; and
- (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractors systems to the secure website without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the website.